

## Nanpean Community Primary School

### PTA meeting



<b>Topics:</b> 1) <b>Setting up a PTA</b> 2) <b>Supporting school events</b> 3) <b>Leading new school events</b> 4) <b>AOB</b>	<b>Attendance:</b> Mrs Wicks (Headteacher) + 14 parents	<b>Date:</b> 10/1/18 9:00am & 5:30pm
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Notes of meeting	Action
<b>1) Setting up a PTA</b> Hayley explained the role of a PTA and how much can be achieved by a dedicated group of parents. They can act as a vital means of communication between the school and parents. They can support the school with events that are run every year, e.g. summer fair, Christmas fair; and can set up new events, e.g. discos and craft fairs. The primary aim should always be to raise funds for the school. Mrs Wicks explained that funds raised through the fairs and put in a pot for the school council to decide on it's spending.	
<b>2) Supporting school events</b> Mrs Wicks explained that we would only need 4 or 5 parents to help prep for and set up the school fairs. If the office staff know which parents can help prep for the fair, they could ensure that all equipment is ready.	
<b>3) Leading new school events</b> The group decided that a Valentines Disco would a good first event to lead: <ul style="list-style-type: none"><li>- Friday 9<sup>th</sup> February</li><li>- 6:30-7pm for Year R, 1 and 2 only</li><li>- KS2 invited from 7-8pm and KS1 can chose to go home or stay on</li><li>- Parents of children in YR can stay if they want to</li><li>- Tickets will be £1 and will be used by parents to collect their child/ren</li><li>- Tuck shop available (drinks and sweets)</li><li>- Glow sticks and roses for sale</li><li>- Glitter tattoos available</li></ul> <p>Gemma offered to organise the DJ. Chrissy and Amanda offered to run the tuck shop. Parents required to sell glow sticks and roses. Kim and Hazel offered to do glitter tattoos – consent will be required. Jody and Hazel offered to do first aid as they are Paediatric 1<sup>st</sup> Aid trained. Lisa and Kim offered to decorate the hall.</p> <p>The hall is free most mornings for parents to use for prepping.</p>	

<p>Parents would need to collect the children from their class lines on the playground by using the tickets.</p> <p>Key personnel, i.e. Amanda, Hayley, Jody (1<sup>st</sup> aid trained) and Hazel (1<sup>st</sup> aid trained) could be DBS checked.</p>	
<p><b>4) AOB</b></p> <p>A suggested name for the group is F.A.N.S Friends Association of Nanpean School. The pupils could design some logos and Hayley could arrange for her friend, who is a graphics designer, to bring the winning design alive.</p>	
<p><b>Next PTA meeting: Wednesday 24<sup>th</sup> January 2018 at 9:00am</b></p>	